



Home



Users



Competencies



Learning



Content



Commerce



System Admin



References



Reports

Search:

Go ▶

**Questions:** > Search > **Search Results** > Edit Question

Search | Add New | Help

Question Name: PlateauLNM2Q1

Objective Name: plateau_Inm2

Variant	Revision	Type	Question Settings	
2	1*	Multiple Choice ▾	<input type="checkbox"/> Randomize	Point Value: 1.0 <input type="checkbox"/> Available for Exams
		Multiple Choice		
		True or False		
		Multiple Response		
		External		

▶ Selected Question

Online Exams Overview

Use the Question Editor to create questions for online exams and learn how to search for questions in SuccessFactors Learning.



Online Exams Overview: Question Editor

The Question Editor, or QE, allows you to create questions inside SuccessFactors Learning and associate those questions with an online exam.

**Admin Tools > Learning > Learning Administration
> Content > Questions**

1 Working with Questions

All questions have three main parts: the question stem, one or more correct answers (depending on the question type), and one or more additional distractors. On an exam, each question displays on a single screen giving users the opportunity to demonstrate their ability to choose the correct answer from a list of possible answers.

2 Understanding the Screen Layout

The screen layout for questions contains several important sections, including: The Header, The Question Setting Menu, The Editing and Formatting Menu, The Question Stem, Correct Answers, and Additional Distractors.

3 Creating a Question

A question is made up of the question text, or question stem, with optional supporting graphics, and one or more correct responses as well as additional incorrect responses, or distractors. For the basic exam question, you do not need to associate any objectives.

Learning Administration Test Admin (admin2) Check System successfactors™ An SAP Company

Home Users Competencies Learning Content Commerce System Admin References Reports

Search: Enter Keywords or Command Go

Questions: > Search > Search Results > Edit Question Search Add New Help

Question Name: PlateauLNM2Q1 Objective Name: plateau_inm2

Variant	Revision	Type	Question Settings
1	2*	True or False	<input type="checkbox"/> Randomize Point Value: 1.0 <input checked="" type="checkbox"/> Available for Exams

Selected Question

successfactors™ BUSINESS EXECUTION SOFTWARE

True or False: A new item is created during the item revision process

☒ True ☐ False

Spotlight:

In the Question Editor workspace, you can add a description and relevant keywords for the question in the Question Metadata section. This unique identifying information can be useful when searching for the question.

Online Exams Overview: Searching for Questions

Searching for questions is the same as searching for other records in SuccessFactors Learning. You'll need to search for questions when you want to make changes to the question, or when you're ready to add questions to an exam object.

**Administrator Tools > Learning >
Learning Administration > Content > Questions**

1 Actions Menu

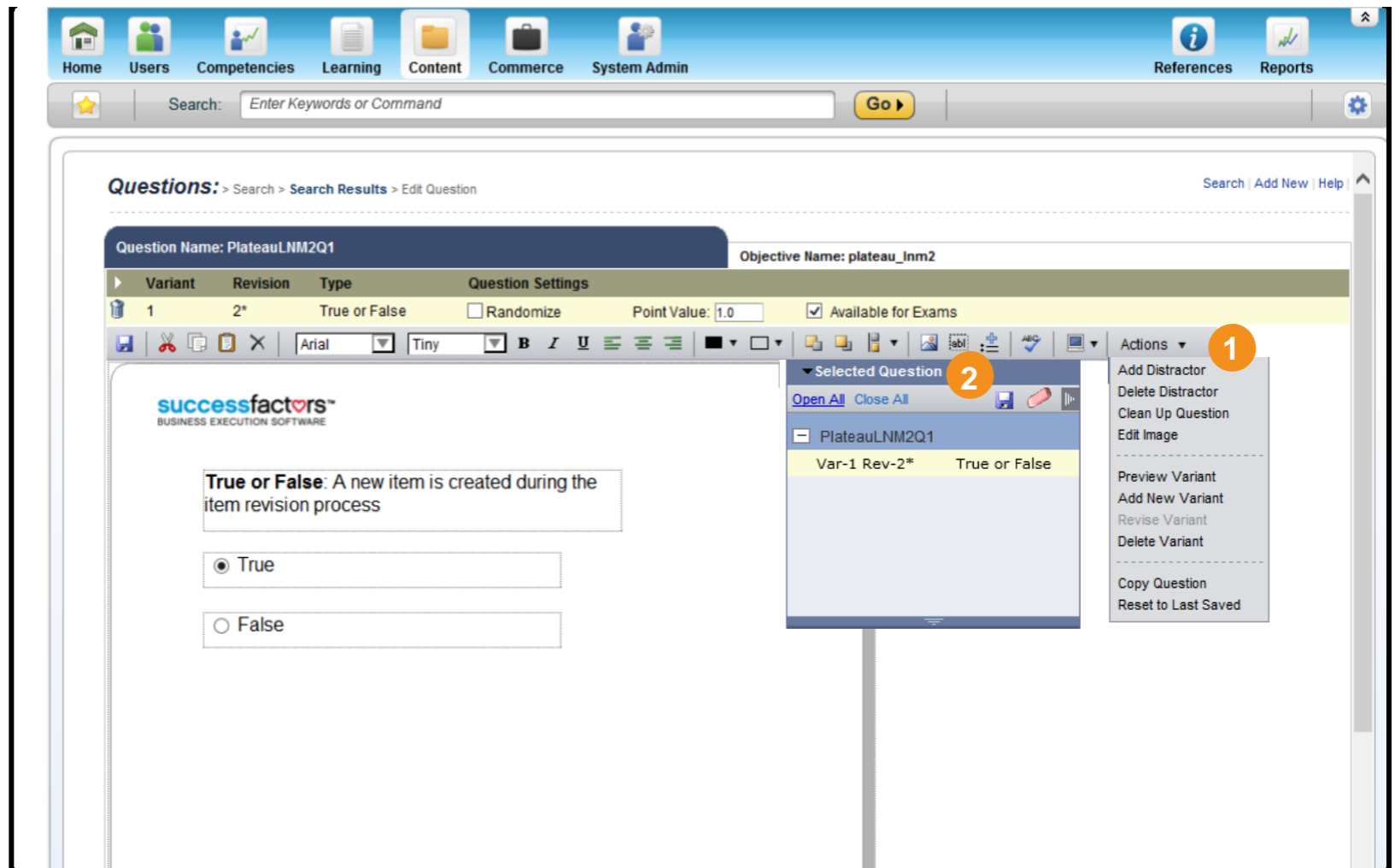
The Actions menu contains some commands that duplicate toolbar commands, and other options that can only be found in the Actions menu.

2 Selected Question Menu

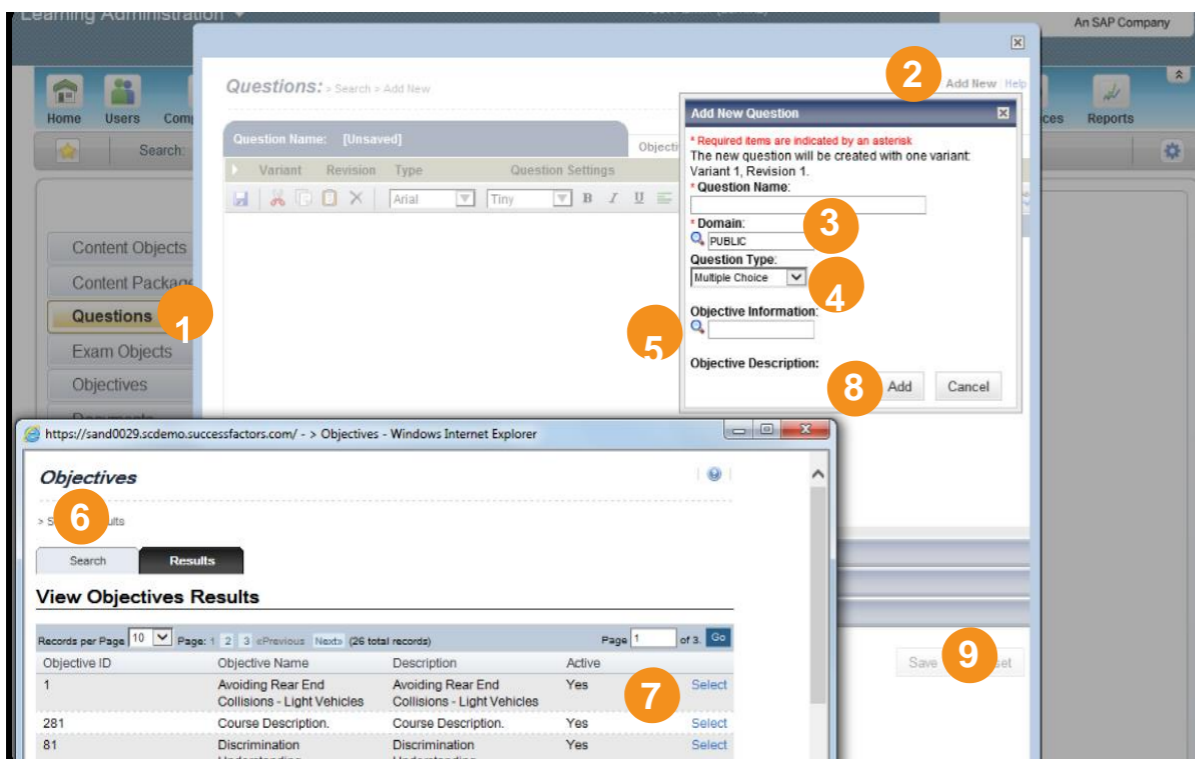
When you open a question, the Selected Question menu is displayed. By default, the menu options are collapsed; simply click the expand arrow to expand the menu options. This menu contains all the questions that you want to work with, and you can use this menu to navigate between question variants.

3 Working with Variants

Once you've added and formatted your question, you may want to create variants, or different ways to ask the same question. All questions have one or more variants, and each variant of a question can use a different question type. All variants, however, share the same question name.



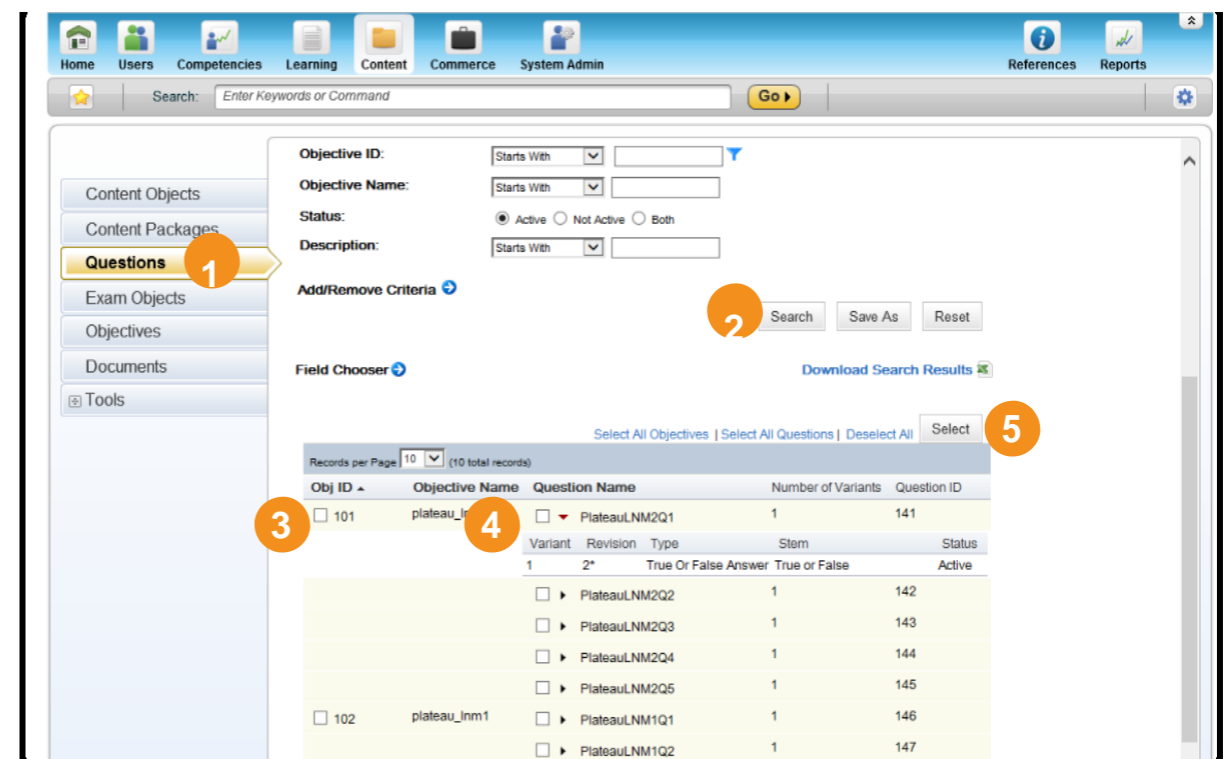
Online Exams Overview: Step by Step



Creating a Question

Admin Tools > Learning > Learning Administration > Content

- 1 Click the **Questions** tab.
- 2 And click **Add New**.
- 3 Enter the question name and domain. **NOTE:** Avoid using spaces in the question name. If you don't know the domain, click the search icon to search for and select the domain.
- 4 Select a question type from the **Question Type** drop-down menu.
- 5 Click the magnifying glass to search for an objective.
- 6 Enter search criteria in the **Objective Search** window and click **Search**.
- 7 Then, select the desired objective from the search results.
- 8 Click **Add**.
- 9 Click **Save**.



Search for a Question

Admin Tools > Learning > Learning Administration > Content

- 1 To search for questions in SuccessFactors Learning, navigate to the **Content** tab and click **Questions**. Enter any criteria to search for the question and click **Search**.
- 2 The search results listed include all the question records that match your search criteria. Each question includes the ID and name of the objective the question is associated with (if any), the question name, and the number of variants for each question.
- 3 To see the question variant details from the search results list, click the expand arrow to the left of the question name.
- 4 The questions variants are listed. You can now see each variant of the question with its revision number, question type, stem, and status. Click the checkbox next to the Question Name column for the question you are searching for.
- 5 And click **Select**.

Online Exams Overview: Step by Step

Create Variant of a Question

Admin Tools > Learning > Learning Administration > Content

- 1 To create a variant of a question in **Question Editor**, search for and access a question record in edit mode.
- 2 Click **Actions** on the toolbar and select **Add New Variant** from the drop-down menu.
- 3 Click the **Type** drop-down in the variant Type column to select a new question type if desired. If you change the type, a warning box displays.
- 4 Click **OK** to proceed.
- 5 Click in the top textbox and enter the question stem.
- 6 Enter question metadata as necessary.
- 7 Click **Save** to save the question variant.

